

SAN DIEGO COUNTY	Subject: Conflict of Interest
PROBATION DEPARTMENT	Section Number: 1317-1317.5
Administrative Manual Policies and Procedures	Authority: Government Codes Secs. 1125-27; 3201 et seq; County Charter Section 914 Brd of Supvr's Resolutions #41, 2-29-72 Amended 11-17-81 Effective 1-1-82 (#15) Dept'l Policies & Procedures

- 1317.1 PURPOSE: Defines and describes conflicts of interest; delineates employees' obligation to recognize and avoid conflicts.
- 1317.2 APPLICABILITY: These policies and procedures apply to all departmental employees.
- 1317.3 DEFINITIONS: "Conflict of Interest" refers, in general, to a clash between the public interest and the private financial or political interests of an Departmental employee. Any employee action which adversely affects the mission of the Department may represent a conflict of interest.
- 1317.4 POLICY: All employees of the Probation Department shall abide by the directives of both the County and the Department and shall obey all codes and statutes regarding conflicts of interest.

Probation Department employees shall not engage in any activity constituting a conflict of interest due to the nature, condition, or other aspect of the activity. The following are examples of activities which may involve an employee in a conflict of interest:

- A. Using County time, facilities, equipment, badge or uniform for private gain or advantage, or for the private gain or advantage of another;

- B. Using the prestige or influence of County employment for private gain or advantage, or for the private gain or advantage of another;
- C. Using confidential information acquired by virtue of County employment for private gain or advantage, or for the private gain or advantage of another;
- D. Accepting money or other consideration from any source except the County for performing acts which the employee would be required or expected to perform in the normal course of County employment, or as part of the duties of a County employee (accepting consulting fees for applying or interpreting departmental orders or procedures represents a conflict of interest);
- E. Accepting outside employment which would impair the employee's independence of judgment in performing County duties;
- F. Performing any act in a capacity other than that of a County employee, knowing that such an act may later be subject, directly or indirectly, to the control, inspection, review, audit, or enforcement by the employee or the Department;
- G. Representing or assisting in representing, private interests for profit before any board or commission of the County or in court when the County is a party;
- H. Soliciting future employment with any organization or individuals doing business with the County when the employee, by virtue of an official capacity, has some control or influence over that business at the time of the transaction;
- I. Directly or indirectly soliciting, seeking, or accepting personal loans, gifts, or gratuities from business firms or their agents who deal with the County.

1317.5 PROCEDURES:

- A. Employees must exercise professional knowledge and judgment in evaluating any situation which could represent a conflict of interest.
- B. Any questions or lack of clarity regarding the appropriateness of any specific activity should be referred immediately through channels, to the Chief Probation Officer for clarification and approval in advance.
- C. In accordance with Government Code Sections 1125-27 employees will be required to complete disclosure statements. The Personnel Administrator will be responsible for verifying that each employee has submitted a completed disclosure statement twice annually and that each statement has been reviewed by their supervisor.

Approved and/or authorized by the Board
of Supervisors of the County of San Diego
Date: 11/10/98 Minute Order No. 42
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors
By: [Signature]
Deputy Clerk